Permit #F00055383

FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

## Summary Information

**Permit No:** F00055383 **Type of Permit:** FILMING **Release Date:** 08/21/2012

| | |
|---|---|
| **Production Company** | UNIVERSAL NETWORK TELEVISION LLC |
| **Insured Company Name** | UNIVERSAL NETWORK TELEVISION LLC |
| Contact Phone No. 1 | 818-777-1000 |
| Contact Phone No. 2 | |
| Fax | 310-969-1100 |
| Address | 100 UNIVERSAL CITY PLAZA, BLDG 1320/PH 1<br>UNIVERSAL CITY, California 91608 |
| **Production Title** | THE OFFICE |
| **Type of Production** | TV Sitcom |

| | |
|---|---|
| **Producer** | STEVE BURGESS |
| **Director** | BRYAN CRANSTON |
| **1st AD** | RUSTY MAHMOOD |
| **Production Manager** | MEREDITH ZAMSKY |
| **FilmL.A. Coordinator** | Yulizza Ramirez |
| **Location Manager** | KYLE ALEXANDER |
| Primary Phone | Mobile - 310-909-9064 |
| Secondary Phone | Office - 818-786-6666 |
| **Location Assistant** | KYLE ALEXANDER |
| Primary Phone | Mobile - 310-909-9064 |
| Secondary Phone | Office - 818-786-6666 |

### Fees

| | |
|---|---|
| FILMLA FILM APPLICATION FEE | $625.00 |
| LA CITY DEPT OF REC AND PARKS - FILM USE FEE | $450.00 |
| LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE | $1,748.00 |
| LA CITY FIRE DEPARTMENT SPOT CHECK SURCHARGE | $85.00 |
| LA CITY DEPT OF REC AND PARKS BASECAMP ONLY USE FEE | $1,350.00 |
| LA CITY DEPT OF REC AND PARKS MONITOR ADMIN FEE | $380.00 |

**Total Permit Fee** $4,638.00

**Number of Locations** 2

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## Summary Information

## Location



| | | | |
|---|---|---|---|
| **Permit Number** | F00055383 | **Location Manager** | KYLE ALEXANDER |
| **Production Company** | UNIVERSAL NETWORK TELEVISION L... | Primary Phone | Mobile - 310-909-9064 |
| **Insured Company** | UNIVERSAL NETWORK TELEVISION L... | Secondary Phone | Office - 818-786-6666 |
| **Production Title** | THE OFFICE | | |

**Location Address** 17015 Burbank Blvd, Los Angeles, CA, 91316

**Location Name** BALBOA SPORTS COMPLEX

**Location Type** Park

**Location Description** BALBOA SPORT CENTER

**Film Dates** 8/22/2012 - 8/22/2012 07:00 - 22:00 1 day

**Open or Closed to the Public** Open

**Generic Conditions**
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.

**Please see attached documents**
Balboa Park Guidelines 2012.pdf
Kyle Alexander 2011 letter.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| 5 or 10 ton trucks | 2 |
| Cast/Crew vehicles | 80 |
| Cube Trucks | 4 |
| Generator | 1 |
| Motor Homes | 1 |
| Picture vehicles | 1 |
| Stakebed Trucks | 1 |
| Trailers | 2 |
| Vans | 2 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 15 |
| Crew | 60 |
| Extras | 10 |
| Off-Duty/Retired LAPD Officer(s) | 2 |

**Filming Activities** Exterior dialogue; walk & talks; Filming softball game; Camera/equipment on grass & softball field; ITC/IPC; Building pitchers mound & digging hole in field;

**Jurisdiction** **Political:** Los Angeles City - Council District 06 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

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**Approvals**

| | |
|---|---|
| LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE | ReyRonald Pineda |
| LOS ANGELES POLICE DEPARTMENT | Mark Buck |

**Coordinator Note**
-TWO RAPG MONITORS REQUIRED ON 8/22 FROM 0700-2200 HRS.
-ONE RAPG MONITOR REQUIRED FOR BASE CAMP LOAD IN ON 8/22 FROM 0700-1900 HRS.
-ONE RAPG MONITOR REQUIRED FOR OVERFLOW FROM 1200-1600 HRS.
-8HRS OF RAPG ADMIN FEES

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## Summary Information

## Location



| | | | |
|---|---|---|---|
| **Permit Number** | F00055383 | **Location Manager** | KYLE ALEXANDER |
| **Production Company** | UNIVERSAL NETWORK TELEVISION L... | Primary Phone | Mobile - 310-909-9064 |
| **Insured Company** | UNIVERSAL NETWORK TELEVISION L... | Secondary Phone | Office - 818-786-6666 |
| **Production Title** | THE OFFICE | | |

**Parking**

**Base Camp**
Location Type : Filming Location

**Crew Parking**
Location Type : Filming Location

**Parking Notes**
BASE CAMP FROM 8/22 TO 8/24 AT WOODLEY OVER FLOW LOT

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## Summary Information — Location



| | | | |
|---|---|---|---|
| **Permit Number** | F00055383 | **Location Manager** | KYLE ALEXANDER |
| **Production Company** | UNIVERSAL NETWORK TELEVISION L... | Primary Phone | Mobile - 310-909-9064 |
| **Insured Company** | UNIVERSAL NETWORK TELEVISION L... | Secondary Phone | Office - 818-786-6666 |
| **Production Title** | THE OFFICE | | |

**Location Address** 118 Frwy., 101 Frwy., 5 Frwy., Topanga Canyon Blvd., Los Angeles, CA, 91364

**Location Type** Driving grid

**Film Dates** 8/22/2012 - 9/7/2012 06:00 - 00:00 17 days

**Open or Closed to the Public** Open

**Generic Conditions**
All vehicles must be parked on private property
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.

**Equipment on Location**

| Type | Quantity |
|---|---|
| Camera cars | 1 |
| Picture vehicles | 1 |
| Process Trailer | 1 |
| Vans | 2 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 5 |
| Crew | 10 |
| Off-Duty/Retired LAPD Officer(s) | 4 |

**Filming Activities** Exterior dialogue; driving shots; ITC/IPC; Process trailer; camera/equipment in picture bus, on sidewalk &/or in street; Drive ups, bys, aways; Incert car;

**Jurisdiction** **Political:** Los Angeles City - Council District 06 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

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**Approvals** LOS ANGELES POLICE DEPARTMENT Mark Buck

**Parking**

**Base Camp**
Location Type : Filming Location

**Crew Parking**
Location Type : Filming Location

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

# Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

## BALBOA SPORTS COMPLEX DIAMOND 2 & LOT BETWEEN SOCCER AND BASEBALL FIELDS

- **OK TO FILM ON DIAMOND 2 AT BALBOA SPORTS COMPLEX.**
- **OK TO DIG A 4 INCH X 8 INCH X 9 INCH DEEP HOLE ON THE INFIELD AND MUST RESTORE.**
- **OK TO CREATE A PITCHERS MOUND WITH DIRT PILE NEAR DIAMOND 1.**
- **MUST LEVEL DIRT OUT IN FIELD WHEN DONE. MAINTENANCE DOES NOT WANT THE DIRT PILE BACK AT DIAMOND 1.**
- **OK TO CO-EXIST WITH OTHER PRODUCTION COMPANY IN THE PARKING LOT BETWEEN THE BASEBALL AND SOCCER FIELDS.**
- **OK TO BASE CAMP AND CREW PARK IN THE PARKING LOT BETWEEN THE BASEBALL AND SOCCER FIELDS.**
- **NO BLOCKING OR RESTRICTING PUBLIC ACCESS INTO TO THE PARKING LOT.**
- **PARK PATRONS MUST BE ALLOWED ACCESS INTO THE PARKING LOT.**
- **COMPANY DOES NOT HAVE EXCLUSIVE USE.**

## LAKE BALBOA – KITE FIELD AREA

- **OK TO TAKE PHOTOS ON WEDNESDAY AUGUST 22, 2012 TO SEE HOW PROP CHICKEN LOOKS OFF THE ROAD.**
- **NO ACTUAL FILMING ALLOWED.**

## WOODLEY PARK OVERFLOW PARKING LOT

- **OK TO PULL TRUCKS INTO THE WOODLEY OVER FLOW PARKING LOT ON WEDNESDAY AUGUST 22, 2012 STAYING OVERNIGHT AND LEAVING ON FRIDAY AUGUST 24, 2012.**
- **COMPANY MUST PROVIDE DUMPSTERS IN LOT FOR TRASH AND DISPOSE OF OFF SITE.**
- **COMPANY MAY NOT USE PARK DUMPSTERS OR TRASH BINS.**

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- **MUST LEAVE AREA CLEAN OF ALL SELF GENERATED TRASH.**
- **COMPANY MUST PARK 50FT AWAY FROM THE ARMY CORE FENCE LINE.**
- **NO DRIVING ON OR ACROSS THE BIKE LANE.**
- **NO BLOCKING OR RESTRICTING ACCESS INTO THE PARKING LOT.**
- **MAY NOT INTERFERE, BLOCK OR RESTRICT VEHICULAR OR PEDESTRIAN TRAFFIC.**
- **OK FOR OVERNIGHT SECURITY.**
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

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